

Procedure 2205.13 Internet Filtering

Reference: Policy 2205

Effective Date: 12/28/04

Prior Issue: N/A

Purpose

Filtering or blocking of Internet sites on the Arizona Department of Juvenile Corrections networks shall be implemented under the direction of the ADJC Director:

- To respond to the need to meet federal state requirements, such as Children's Internet Protection Act (CIPA);
- To address other concerns regarding network security, use of bandwidth, copyright law, legal liability, and to protect employees from hostile internet websites.

Rules:

1. Certain Internet sites *may not* be accessed through the Internet. Some categories of sites may be completely filtered or blocked out; others may be selectively blocked out, depending on their educational or curricular application. **MIS** shall completely block the following sites:
 - a. Pornography, Adult Content, Sex;
 - b. Chat rooms, instant messaging, Web based email;
 - c. Gambling sites;
 - d. Proxy avoidance sites;
 - e. Hacking sites;
 - f. Music sites;
 - g. Illegal and/or Questionable Content;
 - h. Military and Extremist Organizations;
 - i. Tasteless;
 - j. Violence;
 - k. Sites on how to construct and use weapons;
 - l. Custom Defined Websites that do not meet Agency policy guidelines;
 - m. Sites that explain how to obtain, manufacture, or use illegal drugs.
2. In addition to internet websites that are blocked, **MIS** shall also block and/or log application protocols. A protocol is defined as a specific port that software works on. For example, HTTP internet traffic is a protocol that works on TCP/IP port 80. **MIS** shall block completely the following protocols:
 - a. Peer to Peer file-sharing;
 - b. Instant Messaging/Chat Rooms outside of ADJC.
3. **MIS** shall monitor and log all traffic and destined outside of ADJC's network per user; the effectiveness of electronic communications, and information technology procedures. **MIS** shall propose changes as events or technology warrants. **MIS** does not actively look at the information being logged unless a request is made for a user/category, and/or an electronic communication disruption is in progress.
4. Agency Personnel may need access to sites that deal with controversial issues for legitimate research and educational purposes. The technology of Internet filtering software is not perfect. Both "over blocking" and "under blocking" can occur. Some sites can get blocked even though they do not violate either CIPA guidelines or the Agency's acceptable Internet Use Procedure 2205.07 or can be misclassified. The internet filtering system database is an automated process that downloads nightly with updated information. MIS does not maintain these internet lists manually.
 - a. **ADJC EMPLOYEE** shall complete an internet filtering request in writing for the removal of blocked websites to MIS for review utilizing Websense Form, 2205.13A. The **EMPLOYEE** shall include reasons why the website needs to be unblocked for access.

6. **ALL EMPLOYEES** shall log into the internet through the web browser for tracking purposes.

[illegible]